

Show Dates: September 10-12, 2025

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NEED A CUSTOM BOOTH?

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SHIPPING TO AND FROM A TRADESHOW?



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NEED ANYTHING?

Phone: 305-751-1234 | Fax: 305-751-1298

Exhibitor Service Manual



Expo Quick Facts/ Show Information

Deadline date to receive discounted rates: August 22, 2025

SCHEDULE

Exhibitor Move-in:	Sunday,	September 7, 2025	8:00am - 6:30pm
	Monday,	September 8, 2025	8:00am - 6:30pm
	Tuesday,	September 9, 2025	8:00am - 6:30pm
Show hours:	Wednesday,	September 10, 2025	7:30am - 9:30pm
	Thursday,	September 11, 2025	10:00am - 5:00pm
	Friday,	September 12, 2025	10:00am - 3:00pm
Exhibitor Move-out:	Friday,	September 12, 2025	3:00pm - 9:00pm
Reroute freight:	Saturday,	September 13, 2025	12:00pm

MOVF OUT —

All carriers must check-in no later than **10:00pm on Saturday, September 13, 2025**. If your carrier does not check-in by the designated time above your freight will be rerouted through eLogistics. Exhibitors need to be clear by **12:00pm**.

All freight must be labeled and a Bill of Lading filled out and returned to the Expo Service Desk before leaving your booth. Any exhibitors without a card on file will have their freight held until paid in full.

EMPTIES -

Empties come out at 3:00pm on Friday, September 12, 2025. This will take between 2 to 6 hours. Please plan your hotel and travel arrangements accordingly.

SHOW COLORS -

Side Drape: Blue Back Drape: Blue/White/Orange/White/Blue Table Drape: White

CARPET COLOR -

The booth area has **GREY** booth carpet. You may carpet your booth area in any offered color, please see our enclosed <u>Flooring form</u> for color selection and pricing.

BOOTH EOUIPMENT PACKAGE -

Each 10' x 10' booth area will be provided with an 8' high background drape, 3' high side drape, one 6' skirted table, two black side chairs, one wastebasket, one booth Identification sign (7" x 44"). (Black Helvetica letters are standard for the ID Signs)

IF YOU WANT TO ADD GRAPHICS. ADDITIONAL FEATURES. OR ANY SPECIFIC REQUIREMENTS TO MAKE YOUR BOOTH UNIQUE, PLEASE CONTACT US.



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ADVANCE WAREHOUSE SHIPMENT _

Materials should be shipped to arrive at our warehouse beginning **Thursday**, **August 7**, **2025** but **NO LATER THAN**, **Friday**, **August 29**, **2025**. Freight received before or after these dates will incur a 25% early/late handling fee.

Americas Food & Beverage Show and Conference Your Company Name and Booth # Expo Convention Contractors, Inc. 15959 NW 15th Avenue Miami, FL, 33169.

See our <u>Material Handling</u> forms for more details. Shipping Labels Provided.

DIRECT SHIPMENT TO FACILITY ———

Direct to show shipments will be accepted **Sunday, September 7, Monday, September 8, and Tuesday, September 9, 2025 between 8:00am & 6:30pm.**

Freight will not be accepted before these dates and times. Any Freight received after these dates and times will incur a 25% late handling fee.

Americas Food & Beverage Show and Conference Your Company Name and Booth # Expo Convention Contractors, Inc. c/o Miami Beach Convention Center 1901 Convention Center Drive, Halls A-C Miami Beach, FL 33139

See our <u>Material Handling</u> forms for more details. Shipping Labels Provided.

BOOTH CLEANING —

All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Vacuuming is not included in your booth package, only the first day's vacuuming is included for carpets rented from EXPO CCI. If you would like to order booth cleaning you must place and order. Check out Cleaning Form.

Bulk Trash Removal: Exhibitors are responsible for move-out of all freight. Those with third-party labor providers are responsible for ensuring that all crates and materials brought into the event get properly removed after the show concludes. Failure to do so can result in a disposal fee.

ASSISTANCE _____

We want you to have a successful show. If you can't find what you are looking for or if we can be of assistance, please call our Exhibitor Sales & Service Department at 305.751.1234. or email info@expocci.com.



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EXHIBITOR MOVE-OUT INFORMATION ATTENTION EXHIBITORS

Move out is scheduled from: 3:00pm - 9:00pm Friday, September 12, 2025

Camillus House will be here at the close of show. Please have your donations ready.

Trash receptacles will be placed at the end of the aisles for your convenience.

There will be a \$41.00 PER BOOTH cleaning charge for any spilled food on the carpet.

Thank you for your cooperation and we look forward to seeing you next show.

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